



GSA Greater Southwest Region

MEMORANDUM TO: All Agency Heads, ARK-LA-TEX Service Center

FROM: Leenette Wilke, Assistant Property Manager

DATE: February 24, 2011

SUBJECT: Electrical Devices

One of GSA's goals is to provide a safe and comfortable environment for all tenants. During our recent inspections, a large number of personal space heaters, and other electrical devices, have been identified in agency offices, individual offices and cubicles.

There have been three fires recently, in federal buildings, caused by such devices. All personal electrical devices must be UL-rated and approved by GSA prior to use. Approved devices will be tagged by a GSA representative. Here is a list of devices that can be submitted for inspection:

Approved devices for agency break areas - desk fans, stress reduction water fountains, radios, coffee pots, refrigerators, microwaves, toasters and toaster ovens.

Approved devices for personal offices/cubicles – desk fans, stress reduction water fountains, radios and cup warmers.

The following devices will be approved if a medical prescription (written by a licensed physician) is provided and the device passes inspection: personal space heaters, air purifiers, and other personal health appliances.

This notice is being issued pursuant to the FPMR 102-74.190 and 41 CFR Ch. 102-74. These regulations, along with the new Department of Energy and Presidential energy reduction directives, require all federal agencies and employees to use only authorized electrical devices and to reduce their energy consumption drastically.

I am requesting each agency provide a single point of contact to work with GSA on this requirement. Please email me your contact's name, phone number, and email by Wednesday, March 2nd.

U.S. General Services Administration
Public Buildings Service
ARK-LA-TX Service Center
700 W. Capitol Avenue, Room 3423
Little Rock, AR 72201

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GSA will work with the agency contacts to schedule inspections or re-inspections of all personal electrical devices. All devices will be inspected or re-inspected in March.

If any unauthorized items are discovered, the agency (and individual if appropriate) will be notified to remove the item immediately. If unauthorized items are not removed then GSA will remove and store the item for 30-days. The agency (and individual if appropriate) will be notified of such actions. Any items not claimed within 30-days will be donated to a non-for-profit organization.

Feel free to call my office, at 501 324-5226 ext 114, or email me at leenette.wilke@gsa.gov, if you have any questions.